



Job Specification

For: Fundraising Lead

Ref: VR/01339

Job Description

Royal Engineers Association – the Sapper Charity

Job Title: Fundraising Lead

Location: Hybrid/Head office at Brompton Barracks, Chatham Kent

Salary: Starting salary in the region of £35,000 per annum, dependant on experience

Contract: Permanent, Full-time

About Us

The Royal Engineers Association (REA) – the Sapper Charity is the charity for everyone connected to the Corps of Royal Engineers, supporting both serving members, veterans, and their families. Since our establishment in 1912, we've focused on creating a supportive community for the Sapper family. Our mission is to ensure that all members and their families have access to the assistance they need.

We offer practical support, foster connections, and keep the rich traditions of the Corps alive. Through a wide network of Groups and Branches across the UK and internationally, we provide a support system for every member of the Sapper family. At the heart of what we do is a deep respect for everyone's contribution and a commitment to providing compassionate and inclusive support.

Job Summary: Fundraising Lead

As the Fundraising Lead, you'll be at the forefront of developing and driving our long-term fundraising strategy. You'll be the go-to person for crafting and submitting fundraising bids, building, and nurturing relationships with donors and sponsors, and spearheading community fundraising initiatives and national events.

Collaborating closely with volunteers across our Branch and Group network, you'll enhance their fundraising skills and ensure they have the tools and support they need. You'll also manage our data systems to keep stakeholder information up to date, provide financial forecasts, and share strategic insights with the CEO and Board.

As a key player in a small HQ team, you'll need to be flexible and ready to tackle various tasks as they come up. We're looking for someone who is passionate about supporting the military community, an excellent communicator, highly organised, and strategic in their thinking. Experience in the charity or non-profit sector, particularly in fundraising, grant writing, event planning, and stakeholder engagement, is a big plus.

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This role is perfect for someone who wants to make a real impact by driving creative fundraising strategies and building strong partnerships to support our community.

Fundraising Lead - Person Specification

Key Responsibilities

1. Fundraising Strategy & Planning

- Spearhead the creation and execution of a long-term fundraising strategy that aligns with our organisational goals.
- Research and build a robust pipeline of potential funding opportunities from a variety of sources, including Trusts and Foundations.

2. Bid Management & Reporting

- Oversee the preparation and submission of fundraising bids, ensuring they are timely and professionally executed.
- Maintain a well-organised grant reporting system, ensuring all reports are completed on schedule.

3. Donor & Sponsor Relations

- Cultivate and maintain strong relationships with sponsors and donors to achieve fundraising targets.
- Engage with individual, corporate, and institutional supporters to build long-term partnerships.

4. Community Fundraising & Events

- Collaborate closely with volunteers across our Branch and Group network to enhance local and regional fundraising capabilities.
- Coordinate the fundraising elements of national events, supporting the Association's initiatives.

5. Data & Systems Management

- Ensure accurate and up-to-date recording of stakeholder information in our organisational systems.
- Provide regular fundraising forecasts and updates to the CEO and Board.

6. General Duties

- As a key member of a small HQ team, be adaptable and ready to take on additional tasks as needed, contributing to the charity's overall objectives.

Personal Attributes

- **Passionate & Committed:** A deep interest in the mission of the Association and a strong commitment to supporting the Sapper family.

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- **Excellent Communicator:** Exceptional written and verbal communication skills, capable of crafting compelling cases for support and building strong relationships with diverse stakeholders.
- **Organised & Detail-Oriented:** Strong organisational skills with the ability to manage multiple projects simultaneously and a keen attention to detail.
- **Strategic Thinker:** A proactive mindset in identifying new opportunities and creating innovative fundraising strategies.
- **Collaborative:** A team player who collaborates well with colleagues, volunteers, and external partners.
- **Adaptable & Resilient:** Ready to embrace new challenges and adapt to changing circumstances, with a resilient approach in a dynamic environment.
- **Empathetic & Supportive:** An understanding and supportive approach to the unique challenges faced by serving and Reservist personnel, veterans, and their families.

Desirable Experience and Skills

- **Proven Fundraising Experience:** A successful track record in developing and managing fundraising campaigns, particularly in the charity or non-profit sector. Experience with Trusts, Foundations, individual giving, corporate sponsorships, and community fundraising is highly valued.
- **Grant Writing & Bid Management:** Proficiency in writing persuasive grant proposals and managing the complete bid process, including reporting and relationship management with grant-making bodies.
- **Event Coordination:** Experience in planning and executing fundraising events at local and national levels, with a good grasp of logistical and promotional aspects.
- **Stakeholder Engagement:** Proven ability to build and sustain relationships with a diverse range of stakeholders, including donors, sponsors, volunteers, and community partners.
- **Financial Acumen:** Strong skills in budget management, with the ability to forecast and report on fundraising income and expenses.
- **Digital Proficiency:** Competency with fundraising and CRM software, data management systems, and digital communication tools.
- **Understanding of Military Community Needs:** Insight into the specific needs and challenges faced by the military community, including serving and Reservist personnel, veterans, and their families.
- **Creative & Innovative Thinking:** Ability to think creatively, generating new ideas and approaches to enhance fundraising strategies.

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- **Team Leadership & Development:** Experience in leading and mentoring teams, including volunteers, to achieve fundraising goals and enhance organisational capacity.

This person specification highlights the key attributes and experiences needed for the role of Fundraising Lead at the Association, focusing on a strategic, innovative, and supportive approach to achieving the organisation's mission.

Armed Forces Covenant – We offer guaranteed interviews to military veterans if they meet the selection criteria.

To apply, please send your CV and a covering letter highlighting why you are the right choice for us, to our Business Manager Fiona.Louch@reahq.org.uk.

The closing date for the role is 21st September 2024. Interviews are likely to take place at the beginning of October 2024.

Compiled by : **Fiona Louch**
Compiled on : **08/23/24**

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